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10 June 1986

MEMORANDUM FOR: All Agency Training Officers
and Training Assistants

STAT FROM:

[Redacted]
Director of Training and Education

SUBJECT: Excellence in Training

1. You are a vital link in accomplishing the mission of the Office of Training and Education: To provide high quality training that responds to Agency learning needs. I look forward to working more closely with you to improve our communication, and to offer better guidance and support to you in your important roles in career development and training administration.

2. Within a few days, you will receive the FY 1987 Schedule of OTE Courses which lists all course dates and registration deadlines. A new "OTE Catalog of Courses" is in the final stage of production and will be sent to you as soon as possible. It describes in detail all OTE courses, the CIA Self Study Center and the External Training Program. Catalog updates will be sent to you whenever the curriculum changes. Soon, an abbreviated version of this Catalog will be available to all employees via AIM. In addition, we are writing a condensed version of the Catalog, a training guide for all employees to keep and refer to.

3. Other steps we will take to improve our support to you include a series of workshops for all Agency Training Officers and Training Assistants. The half-day sessions to begin in early Summer will focus on both the OTE curriculum and on how to administer training. In the meantime, I encourage you to think about how we can make our relationship a more productive one. I strongly solicit your views.

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